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"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

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September 10, 2009

To: Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: 
Cynthia D. Banks, Director

Subject: **JUNE 22, 2009 AGENDA ITEMS NO. 4 AND 5: CONSOLIDATION OF THE LOS ANGELES COUNTY COMMISSION ON AGING (LACCOA) AND THE LOS ANGELES COUNTY AREA AGENCY ON AGING (AAA) ADVISORY COUNCIL**

This is to report back to your Board on the consolidation of LACCOA and the AAA Advisory Council, sharing with you the detailed plan for the consolidation. While the Proposed Budget approved by your Board included this consolidation, based on a Motion from Chairman Knabe and Supervisor Yaroslavsky, your Board instructed the Director of Community and Senior Services (CSS) to lead the consolidation, form a steering committee comprised of both groups to develop a plan for the consolidation, and report back to your Board.

The plan and its recommendations will be brought to your Board for approval by the CEO as part of the 2009-10 Supplemental Budget process.

Please let me know if you have any questions.

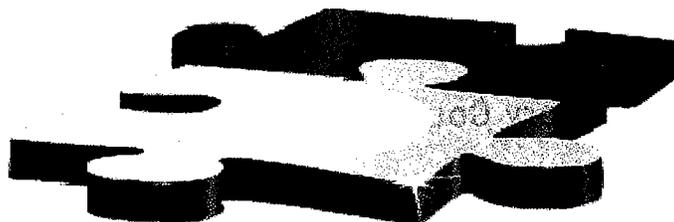
CDB:gb

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer

Consolidation Plan

Consolidation of the Los Angeles County Commission on Aging (LACCOA)
and the Los Angeles County Area Agency on Aging (AAA) Advisory Council

Los Angeles County Commission for Older Adults (LACCOA)



Revised: September 9, 2009

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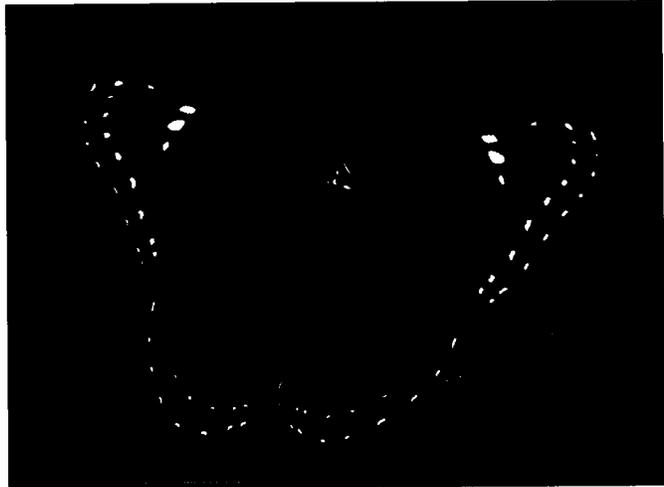
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Executive Summary

In the next two decades, the senior population—age 60 and over—in Los Angeles County will double the current 1.4 million residents. It is imperative that solid and effective senior advocacy and representation are in place to adequately address the needs of older adults.

Currently, Los Angeles County has two active advocacy bodies that represent the senior population: The Los Angeles County Commission on Aging (LACCOA) and the Los Angeles County Area Agency on Aging (AAA) Advisory Council.



In 2008, the Los Angeles County Chief Executive Officer (CEO), contracted with Arroyo Associates, Inc. to review various County Commissions. In doing so, they examined LACCOA and the AAA Advisory Council and believed there were overlapping areas; they recommended consolidation. Following Arroyo's recommendation, and upon a motion by the Board of Supervisors (BOS), Community and Senior Services (CSS) formed a steering committee to develop a consolidation plan to be filed with the BOS on or before the hearing of the Fiscal Year 2009-2010 Supplemental Budget.

This report is submitted to the BOS pursuant to its motion on June 22, 2009, directing the Director of CSS to develop a detailed plan merging LACCOA and the AAA Advisory Council. The report contains background on both bodies as well as the activities and accomplishments of the Consolidation Steering Committee. It requests BOS approval on the following recommendations:

- Implementation of a new entity to become effective on July 1, 2010
- Name of the new entity to be "Los Angeles County Commission for Older Adults" (LACCOA)
- Members of the new body will be 50 in number (25 of whom are appointed by the BOS and 25 selected by the new body). They will be identified as "Commissioners"
- Transition period will be led by a Transition Team

BOS approval of this plan is requested in order that the Transition Team can immediately begin its work regarding consolidation. Also included in this report is the necessary revised ordinance language to effectuate the recommendations outlined in the Consolidation Plan.

Why Consolidate?

In 1949, the BOS established LACCOA to advise the BOS and various county departments on the needs of seniors within the County. LACCOA was responsible for preserving the health and general welfare of L.A. County seniors; encouraging and assisting local communities and groups to plan for and develop services for older persons; providing a general education program to create self-sufficiency among older adults; and increasing the understanding of the problems, needs and contributions of older persons by the community as a whole.

In 1975, as mandated by the Older Americans Act of 1965, the Los Angeles County AAA Advisory Council was established to advise the County AAA on all matters relating to the development, administration, and operation conducted under the Area Plan. In addition, the Advisory Council advocates on behalf of seniors within the County.

Both of these senior advisory bodies act as representatives of older individuals and also serve as advocates for seniors. They provide advice and offer comment on the development and implementation of programs for older adults. In addition, they recognize the accomplishment of senior volunteers and provide public education to seniors and the community as a whole.

In 2008, Arroyo was hired by the CEO to review and provide recommendations on the status of over 95 Los Angeles County Commissions. In its report, Arroyo states, "In addition to inactive Commissions, the study found two instances where Commissions had overlapping or duplicative objectives and activities and would be better served if they were consolidated." In one case, the advisory groups were the Area Agency on Aging (AAA) Advisory Council and the Los Angeles County Commission on Aging (LACCOA)—both of which are dedicated to addressing the needs and well-being of older residents. The CEO forwarded the consultant's recommendation to the BOS.

Based upon the Arroyo Report, the BOS approved a motion on June 22, 2009, for the Director of CSS to coordinate the restructuring of LACCOA and the AAA Advisory Council into one body within 90 days of July 1, 2009. CSS formed a steering committee comprised of members from both groups to develop a detailed consolidation plan.

The following are benefits of such a consolidation:

- Significantly strengthens the advocacy role
- Eliminates duplicative assignments
- Generates cost savings—combining both groups reduces the cost of supplies, education, travel, and support staff
- Enhances communication—assists CSS by providing one voice to augment distribution of information regarding older adults to older populations and to the community at large
- Promotes and preserves the well-being of all seniors throughout Los Angeles County including those living in Los Angeles City

- Improves identification of needs and issues of seniors
- Assists in the development, administration and oversight of the Area Plan
- Provides a strong advocacy for seniors when presenting to the BOS and other governmental and non-governmental entities

Consolidation will unify the mission and role of each group into a singular, active, and determined advocacy body to meet the needs of the growing senior community.

Background

LOS ANGELES COUNTY COMMISSION ON AGING (LACCOA)

LACCOA was established by the BOS in July 1949. LACCOA's primary purpose is to advise the BOS, its deputies and other county departments regarding the needs and well-being of Los Angeles County seniors. Additional responsibilities include preserving the health and welfare of seniors within the county, assisting local communities to plan for and develop services for older persons, provide a general education program to create self-sufficiency among older adults, and increasing the understanding of the problems, needs and contributions of older persons by the community as a whole. Recommendations from the group are made directly to the BOS. CSS provides the Commission with necessary support to fulfill its mission.

LACCOA currently consists of 45 members, eight of whom are appointed by each Supervisor in addition to the Supervisor or designee--usually the Deputy. Terms of office are for two years with reappointments possible. Officers include President, 1st Vice President, 2nd Vice President, Secretary and Financial Officer. The Past President is also a member of the Executive Committee. Regular LACCOA meetings are held monthly, and the Executive Committee also meets monthly. In addition, a lead commissioner is selected by each district and district members meet as needed. Currently, the following Work Groups and Committees meet on an ongoing basis to complete various projects.

Executive Committee

Older Americans Recognition Day (OARD) (Annual Program Awards Luncheon)

Speakers' Bureau

LINK (Periodic Newsletter)

Seniors on the Move

Work Group: Baby Boomers & Future Aging Issues

Work Group: Health and Long-Term Care

Work Group: Information and Assistance

Ad hoc Committee on Merger

AREA AGENCY ON AGING (AAA) ADVISORY COUNCIL

In 1975, the AAA Advisory Council was established to serve as the advocate body for older people and advise the County AAA on senior issues and Older Americans Act programs. The Advisory Council consists of older individuals, providers of services to older adults, health care and veterans services providers, and the general public. The Advisory Council was designed to have up to 100 members that represent the ethnic diversity of older adults in Los Angeles County. Advisory Council members do not have term limits. Officers include President, Vice President, Recording Secretary, Financial Officer, Corresponding Secretary, Historian, and Sergeant-at-Arms. The general membership and Executive Board meetings are held monthly. The Advisory Council has eleven (11) Standing Committees that concern themselves with the major areas of interest of the older adult. Currently, a total of seven (7) CSS staff, experts in their field of service, provide intensive research; correspondence with federal, state, and local officials; and, extensive detail in the planning of activities, for the monthly general membership and standing committee meetings listed below.

Executive Board

Communication and Intergenerational

Elder Abuse/Fraud Prevention

Employment/Transportation

Health and Long-Term Care

Housing

Legislative/Advocacy

Membership Outreach/Speakers' Bureau

Nutrition

Older Women's Issues

Outreach/Administrative

Veterans Affairs

Process

A steering committee was formed at the request of the CSS Director, who served as chair, with the Assistant Director of the Aging and Adult Services Branch as a committee member. The steering committee is comprised of the presidents of the Advisory Council and LACCOA and three (3) selected representatives from their respective bodies.

STEERING COMMITTEE

Aziz Amiri	Gloria Duran
Matty Fegan-Perry	Marilyn Fried
Barbara Sinclair	David Siegrist
Bernard Weintraub	Inell Woods
Cynthia Banks	Minh Ha Nguyen

The meetings were highly productive and dealt openly with critical issues that included:

Methods of Consolidation	
Vision	
Mission	
Mission Implementation	
Roles defined by the Older Americans Act	
Transition Period	
Transition Team	
Membership Count	
Identification of Members	
Term Limits	
New Name	
Budget	
Support Staff	

The steering committee continually updated its respective organizations on the items that were being discussed in order to stimulate involvement throughout the process. Several times input was requested and suggestions were reported at subsequent steering committee meetings. This process was essential in order to keep members of both groups fully informed.

Although topics were discussed at length, all recommendations were reached by the majority of the steering committee and almost all by unanimous accord.

Recommendations

The steering committee makes the following recommendations for BOS approval:

I. IMPLEMENTATION OF A NEW ENTITY

Implementation of a new entity that involves the consolidation of the AAA Advisory Council and the Commission on Aging.

II. NAME OF THE NEW ENTITY

The name for the new entity will be "The Los Angeles County Commission for Older Adults (LACCOA)." All members of the new body will be referred to and identified as commissioners.

III. MEMBERSHIP COUNT

The membership will consist of 50 commissioners; 25 appointed by the BOS and 25 selected by the new body. The membership should reflect the composition requirements in the Older Americans Act (OAA) and the California Older Americans Act (COA). However, in order to bring the current number of members down to 50 by May 31, 2010, it is recommended that during late transition, 25 commissioners be selected by the Los Angeles County Commission on Aging and recommended to the BOS and 25 recommended by the existing Membership Committee of the Advisory Council and selected by the entire Council.

IV. TRANSITION PERIOD

In order to create an orderly process to reach the intended goal, it is necessary to transition into the new body. The transition period will begin upon BOS approval and end on June 30, 2010. All current members of both the Advisory Council and LACCOA will be grandfathered into the new body during the transition period. The first election shall be scheduled in June 2010 to have officers in place by July 1, 2010.

V. TRANSITION TEAM

A Transition Team will be formed effective with the date of BOS approval of recommendations. The Team will be tasked with developing vision, mission, and bylaws; facilitating general membership and other meetings; creating a committee structure and a methodology for election of officers; suggesting guidelines for the functioning of members during transition, including compliance

with the Brown Act, etc. A facilitator will be recruited to assist the Transition Team in achieving desirable outcomes.

VI. ADVOCACY ROLE

The BOS will recognize the new organization as an independent advocacy body for senior issues. The new body will coordinate with the County's Intergovernmental Relations (IGR).

VII. TERM LIMITS

Each member of the new body will serve a two-year term with two possible renewals. After completing six years, a member may return to the new body but only after a two-year break in membership. All members will be treated equally with respect to term limits. The Transition Team will develop criteria for members' term limits to be staggered effective July 1, 2010.

VIII. ORGANIZATIONAL CHART

The new body will report directly to the BOS and interact with CSS. An Executive Liaison, who will be a CSS employee, will act as the primary liaison between the new body and CSS. The Executive Liaison has decision making authority and will be a CSS Program Manager with oversight responsibilities for the committees' support staff. The Executive Liaison will report directly to the Assistant Director of the Aging and Adult Services Branch of CSS.

IX. MEMBERSHIP COMPENSATION

Members will be eligible for mileage based on Los Angeles County standards to all general meetings and other approved functions.

X. BUDGET

The BOS is requested to approve the following proposed first year budget for the new organization (effective July 1, 2010):

▪ Mileage	\$28,000
▪ Office Supplies	\$ 3,000
▪ Travel/Training	\$ 3,000 *
▪ Publication	\$ 4,000
▪ Reserve Fund	\$ 1,000
▪ Annual Meeting	\$ 7,000

○ Non-food	\$ 2,000
○ Food (NCC)	\$ 5,000
▪ Refreshments (NCC)	<u>\$ 1,000</u>
Total	\$47,000

* Additional funds for travel/training are needed and will likely be requested at the next Budget Review.

The proposed annual budget reflects \$41,000 in AAA funds and \$6,000 in County funds. The budget would be reviewed annually.

The proposed annual budget depicts an overall total reduction of \$14,400 from the combined budgets of the Advisory Council and LACCOA. The proposed annual budget provides for a reduction of \$20,400 in the use of AAA funds as compared to current budgets noted below:

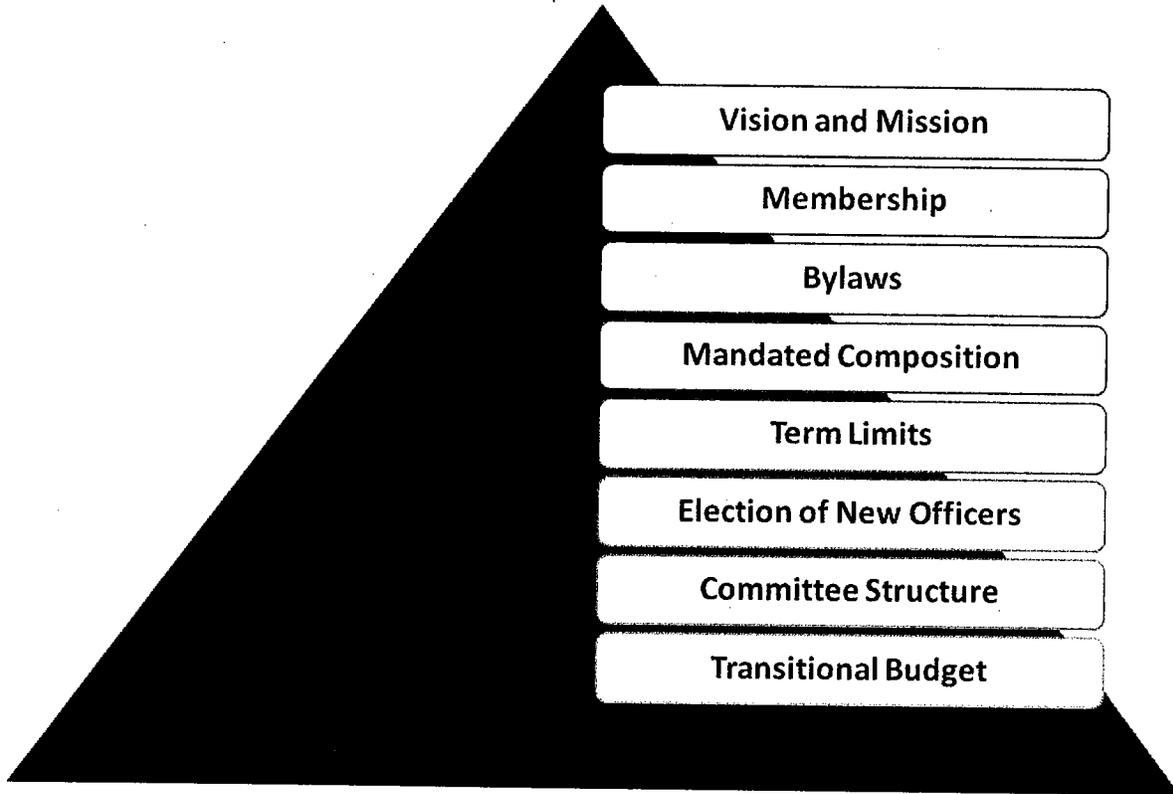
▪ Advisory Council	\$36,000
▪ <u>LACCOA</u>	<u>\$25,400</u>
Total	\$61,400

In addition, savings realized from staffing costs could be significant but are not yet determined.

An interim budget is needed during the transition period of FY 2009-2010. It is proposed that monies and parameters within the existing budgets of the AAA Advisory Council and LACCOA be maintained during transition. These budgets will be subject to modification by the Transition Team.

Next Steps

Upon BOS approval of the Consolidation Plan, a Transition Team consisting of six (6) individuals will lead the group through the transition period. The Transition Team will consist of both presidents and their appointed members from their respective executive boards. A facilitator will assist the Transition Team in achieving the following objectives:



The Transition Team will also provide input for the selection of the Executive Liaison and support staff. The Executive Liaison will be a CSS employee who will act as the primary liaison between CSS and the new body. The number and level of committee support staff will be determined during the transition period.

Attachment 1 – Board Motion

MOTION BY SUPERVISORS KNABE AND YAROSLAVSKY

June 22, 2009

The 2009-10 Proposed Budget includes the merger of the Los Angeles County Commission on Aging (LACCOA) with the Area Agency on Aging (AAA) Advisory Council under the umbrella of the Department of Community and Senior Services (CSS).

Item 4 on today's agenda is a recommendation to delegate authority to the Director of Community and Senior Services to coordinate the restructuring of LACCOA and the AAA Advisory Council into one body within 90 days of July 1, 2009 and for the Board to adopt an ordinance amending the Los Angeles County Code to remove and, where appropriate, modify various provisions relating to LACCOA and the AAA Advisory Council. Item 5 is a recommendation to remove the stipend provision for Members of LACCOA.

The Director of Community and Senior Services has been asked to form a steering committee comprised of members of both groups to develop a detailed implementation plan for the merger. The steering committee is being asked to complete this task and return to the Board within 90 days. I recommend that any change of ordinance and pay provisions regarding LACCOA be deferred until the hearing of the 2009-10 Supplemental Budget.

MOTION

MOLINA _____
RIDLEY-THOMAS _____
YAROSLAVSKY _____
ANTONOVICH _____
KNABE _____

WE, THEREFORE, MOVE that the Board of Supervisors:

1. Delegate authority to the Director of Community and Senior Services to lead the restructuring of LACCOA and the AAA Advisory Council, form a steering committee comprised of both groups to develop a detailed plan to merge

LACCOA and the AAA Advisory Council to be filed with the Board on or before the hearing of the 2009-10 Supplemental Budget; and

2. Defer any change of ordinance and pay provisions regarding LACCOA until the hearing of the 2009-10 Supplemental Budget.

Attachment 2 – Draft Revised Ordinance

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration and Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, relating to the merger of the Los Angeles County Commission on Aging with the Los Angeles County Area Agency on Aging Advisory Council to create a new commission, the Los Angeles County Commission for Older Adults (LACCOA), to serve the needs of older adults.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.114.060 is hereby amended to read as follows:

2.114.060 Staff services for certain commissions.

The director shall provide staff services, including professional guidance, research and clerical assistance and necessary supplies and materials to the following commissions and committees:

- A. The Los Angeles County delinquency and crime prevention commission;
- B. The commission on youth;
- C. The community action board;
- D. The domestic violence council;
- E. The justice system advisory group;
- F. The private industry council;
- G. The Los Angeles County employment and training committee;
- H. The city-county native American Indian commission;
- I. ~~The Los Angeles County commission on aging;~~

- J. ~~The Los Angeles County area agency on aging advisory council;~~
- I. The Los Angeles County commission for older adults;
- KJ. Such other commissions or committees as may be designated by the board. (Ord. 2001-0035 § 1, 2001: Ord. 99-0083 § 1, 1999: Ord. 86-0028 § 7, 1986: Ord. 84-0166 § 2 (part), 1984.)

SECTION 2. Section 3.78 is hereby amended to read as follows:

3.78.010 Creation

3.78.020 Purpose

3.78.030 Members

3.78.040 Tenure

3.78.050 Compensation

3.78.010 Creation

There is created the Los Angeles County commission for Older Adults, herein referred to in this chapter as the "commission."

3.78.020 Purpose

The Commission shall promote and preserve the well-being of all seniors throughout Los Angeles County and shall provide a strong advocacy for seniors.

3.78.030 Members

Members of the Commission shall consist of 50 commissioners; 25 appointed by the Board of Supervisors and 25 selected and recommended by the Commission and recommended for Board of Supervisors' approval.

3.78.040 Tenure

A. Each member of the commission shall serve at the pleasure of the board. Each position on the commission shall become vacant every two years from the date the

amendment codified in this section becomes applicable to each position.

B. No member of the commission may serve more than three consecutive full periods of service as specified in subsection A of this section.

C. A member's position on the commission shall become vacant upon his or her death, resignation, or removal by the board. In the case of such vacancy, the board shall appoint a successor to serve until the position next becomes vacant under subsection A of this section.

D. The provisions of Chapter 5.12 of the County Code shall not apply to the commission.

3.78.050 Compensation

Members of the commission shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and lodging.

SECTION 2. Section 3.100.020 is hereby amended to read as follows:

3.100.020 Length of service -- Certain bodies.

A. 1. At the expiration of the current terms of members of the following bodies serving upon the effective date of the ordinance codified in this section, appointments to the vacancies created shall be for the period of service stated:

Body	Period of Service
Commission on Aging	Two years
Architectural Evaluation Board	Four years
Beach Commission	Two years

Capital Projects Appeal Board	Four years
Public Library Councils	Two years

2. Each member of each such body shall serve at the pleasure of the board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

B. 1. On the effective date of the ordinance codified in this section the following terms of members of the following bodies shall expire, such members shall be deemed reappointed, and all appointments shall be for the period of service stated:

Body	Period of Service
Affirmative Action Committee	Four years
Risk Management Advisory Committee	Four years
Fire Department Technical Advisory Group	Four years
Child Support Advisory Board	Two years

2. Each member of each such body shall serve at the pleasure of the board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

C. A member's position on any such boards, commissions, bodies or groups shall become vacant upon his or her death, resignation, or removal by the board. In the case of such a vacancy, the board shall appoint a successor to serve until the position next becomes vacant upon the expiration of the period of service under subsection A or B of this section. (Ord. 2002-0019 § 1, 2002: Ord. 99-0032 § 1, 1999: Ord. 96-0066 § 8, 1996: Ord. 90-0086 § 25 (part), 1990.)

[2114060PGCC]

Attachment 3 – LACCOA and Advisory Council Comparison

LACCOA	ADVISORY COUNCIL
<p>AUTHORITY: Established by the Los Angeles County Board of Supervisors under Board Order No. 97 of July 12, 1949 as amended, Board Order No. 17 of April 21, 1987, Board Order No. 125 of June 26, 1990, Ordinance No. 90-0086, Board Order No. 11 of June 13, 1995, Board Order No. 60 of September 21, 1999, Ordinance No. 99-0083 and Board Order No. 16 and of April 4, 2000. Board Order No. 22 of June 10, 2003.</p>	<p>AUTHORITY: Mandated under the Older Americans Act (OAA) of 1965, 41 Sec. 306; Code of Federal Regulations (CFR); Title 45, Section 1321.57; Older Californian Act – Welfare and Institutions Code (W&I), 9400, 9402, 9005; and the California Code of Regulations (CCR); CCR Title 22; Article 3; Section 7302. Established for Los Angeles County in 1975.</p>
<p>ROLE/RESPONSIBILITIES: The general purpose of LACCOA is to preserve and promote the health and general welfare of the older persons living in Los Angeles County. LACCOA is also responsible for the following:</p> <ol style="list-style-type: none"> 1. Advise the Los Angeles County BOS and the various departments of County government providing services to the older population. 2. Encourage and assist local communities and groups in Los Angeles County to plan for and develop services for older persons. 3. Provide a general education program designed to create self-sufficiency among older adults themselves. 4. Increase understanding of the problems, needs and contributions of older persons by the community as a whole. 5. Such other duties as may be prescribed from time to time. 	<p>ROLE/RESPONSIBILITIES: Under the Older Americans Act, the Advisory Council is to advise the Los Angeles County AAA on matters relating to:</p> <ol style="list-style-type: none"> 1. The Area Plan 2. Public Hearings 3. The interests of older persons 4. Community policies, programs and actions that affect older persons. (Intent to assure maximum coordination and responsiveness.) <p><u>Under Older Californians Act:</u> To act as the principal advocate body on behalf of older individuals (may not be subject to local government restrictions).</p>
<p>MEMBERS: Membership consists of <u>45 members</u>. Each Board Supervisor appoints eight (8) members. The remaining five (5) members shall be the BOS or designee.</p>	<p>MEMBERS: Membership is designed to be up to <u>100 members</u>. Members shall be individuals who will help to enhance the leadership role of the AAA in developing community-based systems of services and shall be in compliance with the Older Americans Act and the Code of Federal Regulations (CFR) Title 45.</p>

Attachment 4 – Membership during the Transition Period

#	MEMBERS	Ethnicity Code	Sup District	Appointed Commissioners	Non-Appointed Commissioners
1.	Ambrose Natalie	C	5	X	
2.	Amiri, Aziz	O	4	X	
3.	Anderson, Ted	C	OC		X
4.	Angulo, Jess	L	5		X
5.	Battle, Ada	AA	2		X
6.	Bhalla, Krishan	O	3	X	
7.	Birnbaum, Madelaine G.	C	5		X
8.	Bishop, Lula M.	AA	2		X
9.	Brown, Eleanor	AA	2		X
10.	Calderon, Frank P.	L	2		X
11.	Calderon, Mike	L	1		X
12.	Calderon, Pearline M.	AA	1		X
13.	Chang, Charles	API	3		X
14.	Chu, Alice	API	5		X
15.	Cisneros, Daniel	L	2		X
16.	Cruz Mary Helen	L	1	X	
17.	Davis, Mary V.	C	3		X
18.	Delgado, Domingo	L	1	X	
19.	Demonteverde, Sam		4	X	
20.	Draznin, Jules	RESIGNED	3	X	
21.	Duran, Ed	L	1		X
22.	Duran, Gloria	L	1		X
23.	Fegan-Perry, Mattye	AA	2		X
24.	Fingold, Sol	C	3		X
25.	Fisher, MD., Leonard	C	3		X
26.	Flores, Rafael (Ralph)	L	4		X
27.	Frazier, Nneenah (Nina)	AA	5		X
28.	Fried, Marilyn	C	3	X	
29.	Getzoff, Peter	C	2		X
30.	Givens, William	AA	1		X
31.	Gonzalez, Edward J.	L	5		X
32.	Griffith, Irene	C	4		X
33.	Guerrero, Manny		1	X	
34.	Ha, William	API	4		X
35.	Hall, Raymond	AA	4		X
36.	Hansen, Betty L.	C	5		X
37.	Harrison, Hedy L.		4	X	
38.	Hutcherson, Zelda	AA	2		X
39.	Igar, Oleeta Fain	C	3		X
40.	Jackson, William R.	AA	2	X	
41.	Jimenez, Robert	L	1		X

C- Caucasian

L- Latino

AA – African American

API- Asian/Pacific Islander

NA- Native American/Alaskan Native

O-Other

42	Jimenez, Sylvia Linan	L	1			X
43	Johnson, Yvonne Hunt	AA	4			X
44	Kelartinian, Vatche	C	5			X
45	Kim, Gene	API	2	X		
46	Kim, Jung J.	API	4	X		
47	Lai, Brian	API	4			X
48	Langley, Bianca	L	5			X
49	Long, Ed	C	4	X		
50	Lynch, Matthew	C	5	X		
51	Ma, Derek	API	5	X		
52	Magno, Lisa B.	C	5	X		
53	Mason, II William	C	4	X		
54	McGrath, Peter J.	C	5			X
55	McLaughlin, Mandy	AA	2			X
56	McNamee, Lonnie	AA	2			X
57	Meltzer, Barbara	C	3	X		
58	Moore, Doreen	C	5	X		
59	Negrete, Julio		1	X		
60	Okamoto, Arlene	API	5	X		
61	O'Neal, Mary Anne	AA	2	X		
62	Owens, Patrick	C	5			X
63	Park, Samuel	API	1			X
64	Payne, Elizabeth	AA	2			X
65	Phillips, Amy	API	1			X
66	Polk, James	AA	4			X
67	Riddick, Nate	AA	2	X		
68	Rosenberg, Julia Ann	C	4			X
69	Rostker, Patricia M.	C	5			X
70	Rotter, Theresa	API	2	X		
71	Sawyer, Minnie	AA	2			X
72	Schachter, Marvin	C	5			X
73	Siegrist, David	C	1			X
74	Simmons, Rae Nell	AA	2	X		
75	Sinclair, Barbara	C	5	X		
76	Skovgard, Cindy	C	4	X		
77	Smith, Ernie	AA	1			X
78	Theus, Lavada	AA	2	X		
79	Thomas, "ET"	AA	2			X
80	Thomas, Sara Ann	AA	4			X
81	Villalobos, Aida M.	L	2			X
82	Weiner, Maurice	C	3	X		
83	Weintraub Bernard	C	3	X		
84	Wilson, Elizabeth	C	3			X
85	Wong, Liz	API	5	X		
86	Woods, Inell	AA	2			X
87	Young, Cheryl I.	AA	2			X
88	Zapata, Vincente	L	5			X
	TOTAL			32		56

C- Caucasian

L- Latino

AA - African American

API- Asian/Pacific Islander

NA- Native American/Alaskan Native

O-Other

#	Emeritus Members of the Advisory Council	Primary Code	Org District	Appointed Commissioners	Non-Appointed Commissioners
	Belton, Maggie				X
	Feinblatt, Albert				X
	Harris, Aurelia				X
	Juarez, Beulah R.				X
	MaCleod, Angus G.S.				X
	TOTAL				5

C- Caucasian	API- Asian/Pacific Islander
L- Latino	NA- Native American/Alaskan Native
AA - African American	O-Other

Attachment 5 – Legislative Mandates

Older Americans Act

41 Sec. 306 Older Americans Act of 1965

(D) establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or are eligible to participate in programs assisted under this Act, representatives of older individuals, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

Federal Regulations – Code of Federal Regulations (CFR); Title 45

Section 1321.57 Area Agency Advisory Council

(a) **Functions of council.** The area agency shall establish an advisory council. The council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The council shall advise the agency relative to:

- (1) Developing and administering the area plan;
- (2) Conducting public hearings;
- (3) Representing the interest of older persons; and
- (4) Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

(b) **Composition of council.** The council shall include individuals and representatives of community organizations who will help to enhance the leadership role of the area agency in developing community-based systems of services. The advisory council shall be made up of:

- (1) More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;
- (2) Representatives of older persons;
- (3) Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
- (4) Representatives of supportive services providers organizations;
- (5) Persons with leadership experience in the private and voluntary sectors;
- (6) Local elected officials; and
- (7) The general public.

(c) **Review by advisory council.** The area agency shall submit the area plan and amendments for review and comment to the advisory council before it is transmitted to the State agency for approval.

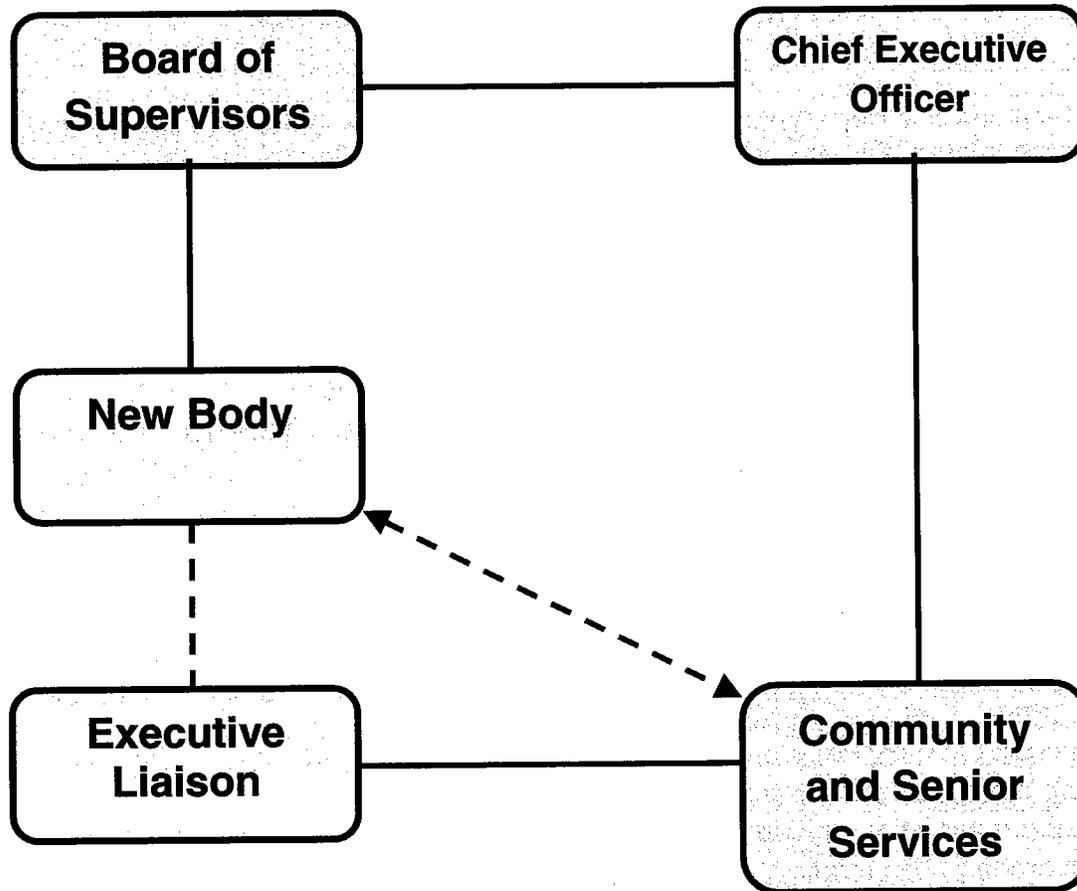
Older Californian Act – Welfare and Institutions Code (W&I)

9400. (c) Each area agency on aging shall maintain a professional staff that is supplemented by volunteers, governed by a board of directors or elected officials, and whose activities are reviewed by an advisory council consisting primarily of older individuals from the community.
9402. The Legislature hereby declares and recognizes each area agency on aging advisory council as a principal advocate body on behalf of older individuals within a planning and service area. Area agency on aging advisory councils shall operate in conformance with applicable federal requirements. The local advisory councils shall meet regularly and provide advice and consultation on issues affecting the provision of services provided locally to older individuals.
9005. "Advisory council" means a specific representative body of laypersons and service providers that represent the interests of older individuals within the boundaries of a planning and service area and that is officially recognized by the area agency on aging, the commission, and the department.

California Code of Regulations (CCR); CCR Title 22; Article 3; Section 7302

- (a) The Area Plan shall consist of all of the following:
- (12) A description of the Area Agency on Aging Advisory Council which includes all of the following information:
- (A) The names and titles of the Council's officers, along with each officer's term expiration date.
 - (B) The total number of the Council membership, including any vacancies.
 - (C) The number of Council members who are older individuals.
 - (D) The Race/Ethnic composition by percentage of the PSA's older population and percentage on the Council for each of the following categories:
 - 1. White.
 - 2. Hispanic.
 - 3. Black.
 - 4. Asian/Pacific Islander.
 - 5. Native American/Alaskan Native.
 - 6. Other.
 - (E) A statement as to whether the Council's membership includes any of the following, along with an explanation if any of the following is not included:
 - 1. Low income representative.
 - 2. Disabled representative.
 - 3. Supportive services provider representative.
 - 4. Health care provider representative.
 - 5. Local elected officials.
 - 6. Persons with leadership experience in the private and voluntary sectors.
 - (F) A description of the process designated by the governing board to appoint Council members.

Attachment 6 – Organizational Chart



Attachment 7 – Executive Liaison

RECOMMENDED DUTIES/RESPONSIBILITIES FOR NEW BODY'S EXECUTIVE LIAISON

- Serve as the department's primary liaison with new body and report directly to the Assistant Director of the Aging and Adult Services Branch within Community and Senior Services.
- Interface with the executive board and members.
- Update and advise on federal, state, local and departmental activities which affect seniors.
- Coordinate and participate in all general meetings to ensure that meetings are conducted in accordance with local and state guidelines.
- Participate as needed in community, government and private sector activities that pertain to seniors and provide updates at meetings.
- Make funding recommendations/allocations.
- Liaise with the new body and its committees on matters relevant to responsibilities and assignments.
- Direct, manage, supervise and coordinate activities of support staff assigned to the new body and the various committees. These activities include: assist in the preparation of agendas, scheduling of meetings; recording and preparing of meeting minutes; tracking attendance as specified in the bylaws; maintaining updated membership rosters, assist with recruitment to reflect LA County senior population, and other activities as needed.
- Ensure induction of new members is conducted in compliance with the Bylaws.
- Oversee public relation/education campaigns that increase awareness of services to seniors.
- Assist with the collaborative process of building partnerships to meet the needs of seniors.
- Collaborate with members in the preparation of the Area Plan and related public hearings.
- Oversee activities that ensure the goals and objectives of the Area Plan are met.
- Assist with the coordination of the Older Americans Recognition Day activities.
- Supervise the coordination of all activities related to members' travel to conferences. These include submitting travel requests for approval and handling related expenses claims.
- Supervise the processing of monthly mileage claims submitted by members.
- Monitor New Body's budget and prepare financial reports.
- Other activities as assigned or needed.

Thank you to all members of the Steering Committee for their hard work and dedication to this Consolidation Plan.

Los Angeles County Area Agency on Aging Advisory Council members:

- Mattye Fegan-Perry, President
- Gloria Duran
- David Siegrist
- Inell Woods

Los Angeles County Commission on Aging members:

- Barbara Sinclair, President
- Aziz Amiri
- Marilyn Fried
- Bernard Weintraub